



DEB Notice 122811

(Effective: 01/01/2012)

Web Based Processing of Construction Project Payments - GCPay

Code of Virginia § 2.2-1516 establishes the Six-Year Capital Outlay Plan Advisory Committee. 2011 Virginia Acts of the Assembly, Chapter 890, Part 2: Capital Project Expenses, §2.0 General Conditions, Item S (Page 452) requires:

All agencies of the Commonwealth and Institutions of Higher Education shall provide information and/or use systems and processes in the method and format as directed by the Director, Department of General Services, on behalf of the Six-Year Capital Outlay Plan Advisory Committee to provide necessary information for state-wide reporting. This requirement shall apply to all projects, including those funded from general and nongeneral fund sources.

Use of the web-based service, GCPay, for all pool-funded projects that include funds provided by the Six-Year Capital Outlay Plan Advisory Committee (i.e., Chapter 1 and other Pooled Projects) is mandatory. At this time, the use of GCPay is optional for other state projects.

The monthly fee for using this system is paid by the project General Contractor.

Payment requests for General Contractors and A/Es, and all project costs (equipment, testing, moving, move coordination, etc.), shall be accounted for in this system.

Training on the use of the system is available from GCPay at www.gcpay.com.

Access to and instructions for the use of the GCPay statewide contract are available at the Department of General Services website.

<http://www.dgs.virginia.gov/DivisionofEngineeringandBuildings/DirectorsOffice/DEBContracts/GCPay/tabid/1205/Default.aspx>

Include the following form and format changes for projects documents on which GCPay is used:

Supplemental General Conditions for the Construction Contract (CO-7) **Substitute Revised Section 36(a), PAYMENTS TO CONTRACTOR**

(a) Unless otherwise provided in the Contract, the Owner will make partial payments to the Contractor on the basis of a duly certified and approved Schedule of Values and Certificate for Payment, Form CO-12, showing the estimate of the Work performed during the preceding calendar month or work period, as recommended by the Architect/Engineer. When evaluating the Contractor's Form CO-12, the Architect/Engineer will consider the value of the Work in place, the value of approved and properly stored materials, the status of the Work on the critical path with regard to the Time for Completion, and the estimated value of the Work necessary to

achieve Final Completion. The Architect/Engineer will schedule a monthly pay meeting to occur no earlier than the 25th day of the month represented by the payment request or not later than the 5th day of the following month. The Contractor will shall submit his monthly estimate of Work completed on Form CO-12 through GCPay for projects that are required by the Contract Between the Owner and Contractor (CO-9) to use GCPay contractor payment system so that it is received by the Architect/Engineer and the Owner's Project Manager at least one work day prior to the date scheduled by the Architect/Engineer for the monthly pay meeting. The Owner will review the estimate with the Architect/Engineer and the Contractor at the monthly pay meeting, which shall be considered the receipt date, and may approve any or all of the estimate of Work for payment. In preparing estimates, the material delivered to the Site and preparatory Work done shall be taken into consideration, if properly documented as required by Section 20 of these General Conditions, or as may be required by the Architect/Engineer so that quantities may be verified. In addition to material delivered to the Site, material such as large pieces of equipment and items purchased specifically for the Project, but stored off the Site within the Commonwealth of Virginia, may be considered for payment, provided all of the following are accomplished prior to the submission of the monthly payment request in which payment for such materials is requested.

Contract between the Owner and Contractor (CO-9)
Substitute Revised Section 5, PAYMENTS

5. PAYMENTS: The procedures for establishing a Schedule of Values for the Work, for requesting monthly progress payments for Work in place, and for requesting payments for properly stored materials are stated in the General Conditions. Unless otherwise provided under the Contract Documents, interest on payments due the Contractor shall accrue at the rate of one percent per month. §2.2-4354 of the Code of Virginia.

eVA Vendor Registration: The bidder or offeror shall be a registered vendor in eVA. See the attached **eVA Vendor Registration Requirements**

GCPay: Contract payments are made through GCPay. Go to www.gcpay.com to see the fee schedule and the instructions on how to process pay applications.

Contract between Owner and Architect/Engineer for Professional Services (CO-3)
Add to Section 4, PAYMENT SCHEDULE

4. Payment Schedule

eVA Vendor Registration: The bidder or offeror shall be a registered vendor in eVA. See the attached **eVA Vendor Registration Requirements**.

GCPay: Contract payments are made through GCPay. Go to www.gcpay.com to see the fee schedule and the instructions on how to process pay applications. The fee for this service is included in the Construction Contract and paid by the General Contractor.

Invitation for Bids

Include as a part of the **Invitation for Bids** after “eVA registration required:”

GCPay: Contract payments are made through GCPay. Go to www.gcpay.com to see the fee schedule and the instructions on how to process pay applications.